



CENTRAL ALBERTA YOUTH IN TRANSITIONS SCHOOLS PARTNERSHIP PROGRAM

"Schools Partnerships – Youth Transitions"

Linking relevant career development information with a liberal education to develop meaningful career transitions for youth in Central Alberta.

PICK UP AND GO KITS

(A Comprehensive Set of Career Development Lesson Plans)

Alberta Employment Standards

This kit outlines Alberta Employment Standards with a view to educating young workers about their rights and responsibilities in the workplace.

Be Your Own Boss: Is Self-Employment For Me?

As students explore the world of work and careers, this lesson plan exposes them to self-employment as a work option. Students will learn about the skills and characteristics associated with being an entrepreneur, and they will examine the 10 keys for success in small business. This hands-on kit encourages students to identify and assess potential business ideas, along with developing the framework for a business plan.

Career Planning

An overview of the Career Planning Process, this kit outlines the five steps: Evaluating Self, Generating Options, Researching, Decision Making and Action Planning. It includes information about career building through high school to ease the transition into the world of work.

Cool Cover Letters

Practical tips, examples and the benefits of cover letters as a self marketing tool for work search will be highlighted in this informative lesson plan. This kit complements Resume Development and is suitable for grades 10-12.

Evaluating Post-Secondary Options

This kit offers students an opportunity to explore and prioritize decision-making factors related to post-secondary program selection.

Exploring the Hidden Job Market

Focused on networking and informational interviewing, this kit offers young workers an opportunity to bypass mainstream work search techniques and avoid competition by researching work and speaking to "Insiders".

Future of Work

To prepare students for the future of work, this kit identifies three influencing factors: technology, global business, and demographics. Students will be encouraged to apply these factors to selected occupations and to forecast occupational growth in our ever changing world of work. Identifying and using tools for research is emphasized so that career planners work with the forces changing the market place and adapt their work in response.

Getting the Goods	<p>This kit requires a high-speed Internet connection for at least half of each group. It offers detailed information about career, learning and employment topics using the Alberta Learning Information Service web site: alis.alberta.ca</p> <p>As a sequel to career planning, this topic follows Future of Work well.</p>
Interview Skills Building	<p>This interactive, game show style kit takes a humorous look at employment interviews and delivers information about appropriate physical presentation, response to employer questions and generation of appropriate questions for employers.</p>
Moving Out	<p>This interactive lesson plan utilizes real-life case studies about living independently, money management, the Residential Tenancies Act, consumerism and personal safety.</p>
Resume Development	<p>Exploring targeted resume development strategies for young workers, this kit also features information about cover letters.</p>
Safety 1st at Work	<p>This kit explores employer and employee responsibilities related to safety in the workplace. With specific discussion related to equipment, identification of hazards and dialogue with employers, the goal of this topic is to empower young workers to ensure their own safety and wellness at work.</p>
The “Me” in Meaningful Career Planning: Self-Assessment	<p>Focusing on the important first step in career planning, this kit provides several activities that assist students in developing an awareness of their own values, skills, interests and abilities. The variety in complexity and scope of these activities allows teachers/facilitators to select those which best suit the students they are assisting in career planning. This kit also gives students the opportunity to do some preliminary surveying of careers which best suit the values, skills, interests and abilities they have determined through the self-assessment process. It is appropriate for this kit to be used after Career Planning, but if it has not been done at this time, it should be completed after Developing Your Career Planning Portfolio as an important first section of the portfolio.</p>
Transferable Skills	<p>This kit challenges students to identify their skills from a number of sources. It is a strong introduction to Portfolio and Resume Development and is supportive of Career Planning.</p>
Wanted: One Great Employee	<p>This kit encourages students to identify what skills are needed in the areas of: communication, personal management and attitude to be successful in the competitive market of today. Emphasizes job maintenance strategies.</p>

**WorldWideWorkplace
Diversity**

This kit enables students to develop an understanding of terminology relevant to the discussion of diversity. They will be asked to challenge their perceptions about diversity, and identify who contributes to Canada's diverse workforce. Students will also develop an awareness of how diversity impacts today's and tomorrow's labour market.

PORTFOLIO DEVELOPMENT SERIES:

**Here's Looking at Me:
Beginning a Career
Portfolio**

This pre-portfolio planning kit emphasizes self-knowledge and introduces the concept of collecting items for a future skills portfolio, sometimes referred to as a "ME Box" or "LIFE Pack". Designed for Grades 9 and 10, students gain an understanding of their own strengths, skills and unique identities, and how these factors relate to future educational and occupational choices.

**Developing Your Career
Portfolio**

Following a program of self-assessment and occupational research, this 45-minute lesson plan provides students with an introduction to the development of a portfolio that will ultimately document evidence of their strengths, skills and experiences. Students will collect and organize information and materials that reflect and show evidence of their unique skills.

**Presenting Your Career
Portfolio**

This kit polishes off portfolio development by giving students experience in presenting their portfolios. Various methods of presenting portfolios are reviewed including an interview scenario, a panel presentation, a business loan, and electronic portfolios. Students learn about how to adapt their presentations for these different situations and are given an opportunity to practice their presentation skills. Ideal for Grade 12 students completing various credentials and planning for scholarships or job interviews.